

**CLASS TITLE: ASSISTANT MANAGER OF  
NURSING SERVICES**

**Class Code: 02881700**

**Pay Grade: 37A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Manager of Nursing Services in planning, coordinating, directing and reviewing the activities of a staff engaged in providing general nursing services at one of the program divisions within the Eleanor Slater Hospital; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a Manager of Nursing Services with considerable latitude for the exercise of independent judgement in developing and administering nursing services, quality assurance and accreditation programs.

**SUPERVISION EXERCISED:** Plans, coordinates, reviews and evaluates the activities of nursing and attendant staff, as assigned.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Manager of Nursing Services in planning, coordinating, directing and reviewing the activities of a staff engaged in providing general nursing services at one of the program divisions with the Eleanor Slater Hospital.

To be responsible for pre-admission assessment coordination with the hospital medical staff, as assigned.

To be responsible for understanding, implementing, coordinating and monitoring patient care standards for Joint Commission on Accreditation of Health Care Organizations (JCAHO) accreditation.

To act as co-facilitator with the Physician Administrator for the CQI team; responsible to provide detailed recommendations for improvement in patient care.

To be responsible for organizing and monitoring medication usage systems and serve as a member of the Pharmacy and Medication

Usage Committee of the ESH.

To be responsible for understanding, implementing and coordinating safety standards for patient care areas.

To act as liaison for ESH in conjunctions with the Physician Administrator for communication with community hospitals or other agencies in regard to patient care issues, admissions, transfers and discharges.

To be responsible for nursing staffing patterns and competency assessments for the assigned division.

To be responsible for the review of Continuous Quality Improvement (CQI) and a performance measurement system using data to measure the frequency of restraints, falls, usage of indwelling catheters, etc. ORYX indicators (i.e., restraints, falls, usage of indwelling catheters, etc.) as assigned.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices, and techniques involved in administering a multi-faceted program of nursing services in a program division within a large hospital; the ability to provide leadership in the development of strategies and systems that support practice advancement and patient care delivery; the ability to design, provide and oversee clinical management and quality improvement activities; a thorough knowledge of the principles and practices of nursing education and the ability to coordinate specific educational program with JCAHO requirements; a thorough knowledge of JCAHO accreditation requirements relating to patient care standards; the ability to effectively discipline employees and interact with labor and labor relations officials; the ability to develop and implement standards of performance for all levels of nursing personnel; the ability to rotate to evening and night shifts for the purpose of assessment, evaluation and communication; and related knowledge, skills and capacities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through graduation from an accredited school of professional nursing and possession of a Master's Degree in Nursing Administration, Hospital Administration, or a closely related field appropriate to the assigned hospital division; and

Experience: Such as may have been gained through employment in a responsible supervisory or administrative capacity involving the planning, coordination and review of nursing services in a large hospital setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENTS:** Must meet nursing registration requirements as required by Rhode Island law and regulation, and must maintain such registration as a condition of employment.

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